PAYROLL PROCEDURES MANUAL

SECTION D - ATTENDANCE INDEX
(Revised 02/08)

Note: Section D contains document completion instructions and PIP exceptions for regular pay, payment type "Ø".

Refer to Section G, Miscellaneous Pays, for instructions on all miscellaneous pays, including overtime.

SUBJECT: ATTENDANCE REPORTING

D 001

REFERENCES
G.C.   18003
PTM   655 - 659.4
SUAM (CSU)   6300
SAM   8512

INTRODUCTION
(Revised 03/97)

This explains "regular time" attendance reporting requirements and reconciliation of attendance.

"Regular time" is the normal time required for an employee to perform the duties of a position according to the work week group definition of the class. Usually, it is a 40-hour work week; it is NOT overtime/extra hours.

The USPS has 21 or 22 work days in each "pay period." Beginning and ending dates vary. See Section D 200 for listing of inclusive dates. Departments/campuses have the full responsibility for accurate preparation of attendance reports. PTM and UCAM contain instructions for maintaining complete records of attendance/absence for each employee.

There are three types of pay plans not using the 21/22 day pay periods--academic employees (see F 001), statutory officers (see I 600), and biweekly employees (see D 201).

Official department/campus record of attendance/absence may be maintained on forms other than the Time and Attendance Report, Form 672.

MAXIMUM TIME FOR PAY PERIOD EACH POSITION   **D 002**
(Revised 03/97)

No state employee may be paid more than 21/22 days in a pay period unless paid as "extra hours." Special instructions are provided in the PTM for reporting time worked by shift employees whose regular days off are not Saturday/Sunday. Shift employees must be reported on dock if sufficient excess credit or leave credit have not been accrued and the normal shift is less than 21/22 days (see Section D 106).

PAR/PPTs submitted to Personnel Operations will show the regular time the employee is to be paid in the pay period in which the transaction is effective (including holiday, sick leave, vacation, compensable time off, etc.). The time shown in the second status/position must not be more than the difference between the normal 21/22 days in the pay period and the number of days paid in the first status/position. Additional time worked will be considered as excess hours.

A separating employee will be paid for the time worked during the pay period plus vacation/extra hours. If the total time including lump sum payments exceeds the normal 21/22 days in the pay period, the excess will be applied to the following pay period. A new employee appointed to the same position in the same pay period will not be paid more than the difference between the normal number of workdays and the number of days paid to the former employee for that pay period.

EXCEPTION: If one of the employees is paid from blanket funds, payments may overlap.

TIME AND ATTENDANCE REPORT FORM 672   **D 003**
(Revised 03/03)

GENERAL INFORMATION

The Time and Attendance Report, Form 672 is used to request Regular Pay for positive pay employees(rolls 3-8) and certify attendance for negative roll reporting units (rolls 1 and 2). Refer to Section M, Master Payroll Certification (MPC) System for keying attendance certification for negative roll reporting units.

The Form 672 can also be used to request all types of miscellaneous pays (e.g., overtime, holiday pay, shift differential and premium pays) for negative and positive roll employees. (Refer to Section G for document completion and PIP exceptions for miscellaneous pays.)

Forms 672 will be sent to each department/campus by Division of Disbursements, prior to the beginning of each pay period. The form will be preprinted based on the following Employment History information as of cutoff in the previous month:

    Social Security Number
    Employee Name
    Position Number

Time Base Fraction
CBID

Separate Forms 672 will be furnished for each:

Pay Period Type
Agency Code
Reporting Unit Code
Roll Code

Within each Form 672, the employees will be sorted by ascending class code, then serial number, then Social Security Number order.

The last page for each agency/unit/roll code with totals completed must be signed by an authorized person, dated at the top of "date keyed", and retained by the department/campus for post audit purposes.

EXCEPTION: Forms 672 for Lieutenant Governor's Office and Colorado River Board will continue to be sent to the State Controller's Office for retention.

ADDING AN EMPLOYEE

Social Security Number, Name, Class Code and Serial Number of employee(s) to be added to the preprinted Form 672 must be typed or printed in ink after the last preprinted name on the last page of the attendance for the reporting unit.

- Enter an "X" in the OK (indicator) Box
- Complete ERN ID, DAYS, HOURS and/or RATE as required
- Enter Alternate Fund Code, if applicable.

Holidays shall be counted and reported as workdays if the employee is entitled to them.

Attendance must be certified on a separate line entry for each employee by:

Position Number
Time Base Fraction
Salary Rate:
    Always shown for Trade Rate employees.
    Show for negative only if master payroll reflects two payments.

SEPARATIONS/DELETIONS

An employee who separates but is carried on attendance for accrued leave and overtime prior to the effective dates on the PAR/PPT shall be reported on Form 672 through the effective date of separation.

If an employee separates and receives lump sum, the employee shall be reported as separated in the current pay period. If employee's name appears on Form 672 in the following pay period, the name must be lined off.

If PAR/PPT was "X" immediate pay, enter the time for the pay period in the days/hours columns with the notation "sep" in the rate column (abbreviation for separated). Time shown in the days/hours columns is NOT to be included in the page/unit totals.

If an employee is documented to/from disability leave by PAR/PPT, show the time worked to/after the date returned from each disability. Sick leave and vacation for payments to supplement TD are NOT to be entered on attendance, but should be reported per instructions for TD (see Disability E 300).

POSTIVE ATTENDANCE ROLL CODES 3-8   D 004
(Revised 12/00)

"Positive" attendance is for employees whose warrants are written AFTER the close of the pay period. Payment is made based on ACTUAL time worked rather than on the anticipated time as in the case of negative attendance.

For monthly and daily salary rate employees **(roll codes 5 and 8)**, if the total hours exceed the number of possible hours in a workday for an employee, hours must be converted to days and remaining hours.

Enter the total regular days, hours/hundredths in applicable columns for all employees. Refer to the PPM section D 013 for Form 672 completion requirements.

Payroll for positive attendance will be prepared from the Forms 672; delay in submitting or keying the attendance will cause a subsequent delay in payments.

"Positive Attendance Reconciliation Totals" for employees paid monthly **(roll codes 3 and 5)** will print on the warrant register in the "monthly days" and/or the "monthly hours" boxes. Totals will consist of time paid in a cycle for all roll codes 3 and 5 earnings for the pay period just ended.

"Positive Attendance Reconciliation Totals" for employees paid semimonthly or biweekly **(roll codes 4, 6, 7, and 8)** will print on the Payroll Warrant Register in the "other days" and/or "other hours" boxes. Totals will consist of time paid in a cycle for all roll codes 4, 6, 7, and 8 earnings for the pay period just ended.

If the totals on the Form 672 (including supplemental pay) agree with the "Positive Attendance Reconciliation Totals" on the Payroll Warrant Register, it is an indication that the payroll issued is correct.

If the totals on the Form 672 do not agree with the "Positive Attendance Reconciliation Totals" on the Payroll Warrant Register, it is an indication that a line by line reconciliation is required. A Pay Adjustment Request, form STD. 683, may be keyed via PIP. See Section D 004.1. A Payroll Adjustment Notice, form STD. 674, (see Section D 010) may be necessary.

PAY ADJUSTMENTS   D 004.1
(Revised 03/02)

Adjustments to intermittent regular pay previously issued are processed via PIP using a form STD. 683 (available on DGS web site or from DGS Stores). See PPM Section K for PIP System Instructions.

EXCEPTIONS TO FORM STD. 683   D 004.2
(Revised 12/00)

A form STD. 683 cannot be used for the following conditions

➢ Pay period prior to current month plus 12 months (submit STD. 674)

➢ When an overtime payment is issued without Payment Suffix F, (e.g., Earnings ID OT6 or OT9), do not use form STD. 683 to adjust the payment to reflect special computed rate with Payment Suffix F (e.g., Earnings ID OF6) - submit form STD. 674.

➢ Mid month salary adjustments

➢ Payment other than 0, 1, 2, Y or L

➢ Payment Type Ø roll code 1 or 2

➢ A/Rs - adjustment is less than original payment

COMPLETION OF FORM STD. 683   D 004.3
(Revised 12/00)

Item #	Completion Requirements
1-5	Must be completed
6-8	For your use
9-13	Must be completed NOTE: Position Number (Items 1, 2, 12 and 13) must match position number of payment being adjusted.
14	For your use
15	Salary Rate per Warrant Register
16-17	As applicable per Warrant Register NOTE: If pay has already been adjusted, combine totals.
18	As applicable per Warrant Register
19	Must be completed per Warrant Register
20	As applicable per Warrant Register
21	Required with Payment Type Ø only
22-24	Complete pay as should be
25	Complete if applicable
26-28	Total of columns 22, 23, 24

SPECIAL EMERGENCY ROLL CODE 0   D 005
(Revised 12/00)

"Special Emergency" attendance is for employees appointed under the procedures for:

    Special Emergency
    Short Term (limited or temporary)
    Short Term Exempt
    Retired Annuitant (for separation pay)

Immediate Pay appointment/separation PAR/PPT documents processed for these types of employees generate the payments.

Payments are based on the **Time To Be Paid** that the department/campus enters on the PAR/PPT appointment document.

The **Time To Be Paid** entered on the PAR/PPT appointment document also suffices as the <u>certification of attendance</u>.

Form 672 (Time and Attendance Report) to certify the attendance for these appointments is not required.

NEGATIVE ATTENDANCE ROLL CODES 1 AND 2   **D 006**
(Revised 12/00)

<u>Explanation</u>

"Negative" attendance is for employees paid on the "master" payroll. This payroll is prepared in advance of the close of the pay period and is based on anticipated time worked through the end of the pay period.

After a negative employee is entered on the Employment History Data Base, warrants will automatically be issued each pay period unless there is a PAR/PPT to change Employment History or a Form STD. 603 to change the time to be paid.

<u>Payroll Reconciliation - Certification of Attendance</u>

Full-time worked by a monthly salary rate employee shall be certified by entering a check mark "√" in the STD box for full month (standard) pay for each position and time base.

If the employee did not work a standard 21/22 workday pay period, enter the number of days to be paid in the NON-STD TIME DAYS box and number of hours/hundredths in the NON-STD TIME HOURS box.

<u>Box Totals</u>

If the total hours for an EMPLOYEE exceeds the number of hours possible in a workday, the hours must be converted to days and remaining hours; e.g., 10 hours = 1 day 2 hours.

For a fractional time base employee, show total time worked as the number of employee's FRACTIONAL DAYS in the NON-STD TIME DAYS box and the remaining ACTUAL HOURS in the NON-STD TIME HOURS box.

Complete "ATTENDANCE TOTALS FOR THIS UNIT" (SUM OF PAGE TOTALS) box on the last page of the report for each reporting unit/roll code. If more than one page is used, the "ATTENDANCE TOTALS - THIS PAGE ONLY" must be completed for EACH PAGE.

Enter:

> The number of employees with check marks ("√") in the TIME WORKED STD box.
> Total days shown in the NON-STD TIME DAYS box.
> Total hours/hundredths in the NON-STD TIME HOURS box. Do NOT convert the hours into days.

If the Form 672 totals agree with the totals on the master payroll warrant register, complete Box A - NO EXCEPTIONS at the top of the form located below the "Authorized Signature" line.

If the totals on the attendance do NOT agree with the master payroll totals, check the appropriate EXCEPTIONS box:

Box B - EXCEPTIONS - NO WARRANTS FOR REDEPOSIT
        or
Box C - EXCEPTIONS - WITH WARRANTS FOR REDEPOSIT

When Form 672 for negative attendance has "Box B or C – EXCEPTIONS" indicated, a Report of Exceptions, form STD. 666, must be attached (see Section D 007).

The Form 672 and certification of attendance for every agency, reporting unit, roll code must be completed promptly after the close of the pay period.

Keying Certification of Attendance

Failure to key the certification of attendance could result in future payrolls being withheld. Departments and campuses must key the certification of attendance via the Master Payroll Certification (MPC) System for all reporting units that have NO EXCEPTIONS or EXCEPTIONS with NO warrants for redeposit. SCO will process the certification of attendance and update MPC for EXCEPTION reporting units WITH WARRANTS FOR REDEPOSIT. Refer to PPM Section M, Master Payroll Certification (MPC) for key instructions and exception conditions.

Retroactivity

After the close of a pay period, if a PAR/PPT indicates a change from one position to another position, an incorrect warrant may have been issued under the old position. The payment will not process until the form STD. 666 has been received/processed by Payroll Operations and certification of attendance has been keyed. If the form STD. 666 indicates the warrant was released to the employee, a transfer of funds (and supplemental warrant, if required) will be made once the department/campus has updated the certification status on the Master Payroll Certification (MPC) System and Payroll Operations has processed the form STD. 666. If the incorrect warrant is returned/redeposited, correct warrants for each position/time base will be issued once Payroll Operations has processed the form STD. 666 and updated MPC.

Retroactive adjustments will not process until a comparison of the form STD. 666 and certification of attendance indicate the disposition of warrants for the pay periods involved by the retroactive documents.

An employee may be appointed/transferred retroactively to a different class and attendance was certified in the former class and received payment. If a PAR/PPT has been processed which certified the employee was working in the new class beginning with the effective date on the document, a new certification is NOT required.

Supplemental warrants for ADDITIONAL time/money from documentation received after master payroll cutoff day or new appointment, may be issued in "green cycles." Green cycles are the cycles (usually 3) following master payroll cutoff through the last cycle for the pay period. Green cycle warrants must be entered on form STD. 666 as they are an exception to the original master payroll. No warrants for the pay period will be issued after green cycle until form STD. 666 is received/processed in Payroll Operations and the MPC System has been updated.

REPORT OF EXCEPTIONS TO PAYROLL FORM STD. 666   D 007
(Revised 09/04)

Report of Exceptions, form STD. 666, (available on DGS web site or from DGS Stores) is only for reconciling negative attendance.

Departments/campuses are responsible for withholding and returning any warrant for more time/money than actually earned. For specific completion instructions on returning a warrant(s) on the form STD. 666, refer to Section I 314.

NOTE: If the warrant being returned has a credit union deduction, the employee should be notified that although the deduction may be posted to their credit union account, that specific deduction will be reversed as a necessary part of the redeposit process.

All payments for a pay period, issued in green clearance for Roll Codes 1 and 2, are always an exception to the master payroll and must be entered on form STD. 666.

FORM STD. 666 COMPLETION   D 008
(Revised 12/00)

Complete the following items in lower left corner on form STD. 666:

    Agency/reporting unit
    Pay period type, month, year
    Total time reported (Item 11)
        Total time from the attendance report in Column 5; from the master payroll warrant register in Column 6.

For each employee for whom there is a difference between the time worked in a position and the time paid on the master payroll warrant register, a line entry must be completed as follows:

    Social security number
    Employee name
    *Class, Serial
    Actual time employed per attendance report standard or days, hours/hundredths,
    *time-base if applicable
    Time paid per warrant register standard or days, hours/hundredths, *time-base if
      applicable
    Net amount - only complete if returning the warrant on the form STD. 666
    Warrant number - only complete if returning the warrant on the form STD. 666
    Disposition of warrant - complete only with codes 1, 2, and 3; otherwise, leave blank
        Code 1 - only if <u>releasing</u> the warrant
        Code 2 - only if <u>returning</u> the warrant
        Code 3 - only if warrant was redeposited by Controllers
    Remarks-reference the reason that caused the difference (e.g., 603, Sep., etc.)

*   If there is a difference in position number or time base between the actual time worked and time paid or time to be paid, a two-line entry is required.

    If the employee receives a green clearance warrant, a two-line entry is required. List the employee at the top of form STD. 666 certifying time and below in Columns 6 through 9 verifying disposition of the green clearance warrant.

If a warrant is being returned on form STD. 666 as an exception to master payroll and there should also be a garnishment deduction, a form STD. 674 <u>must</u> be attached. Refer to Section I 317 for specific completion instructions.

EXCEPTION:

If the employee's warrant is returned for redeposit and reissue and a garnishment was withheld for a specific amount: e.g., child/spousal support (038) or support arrearages (339-002), the original garnishment warrant may be released if the same garnishment warrant will be reissued.

However, it is **extremely** important that verification be made to ensure that sufficient disposable earnings are available to withhold the garnishment when the payment is rescheduled. This includes verifying that another garnishment (with higher priority) has not been established subsequently, that would prevent the original garnishment from being withheld again. Also, your actions should be documented if other staff handle your desk; and we suggest you notify your Accounting Office.

Once the second garnishment warrant is received, it **must** be returned to Division of Disbursements and Support (DDS) to satisfy the original redeposited warrant. If the second garnishment warrant is mistakenly released, it is the personnel/payroll office's responsibility to resolve the overpayment with the employee and/or payee. If unresolved, DDS will establish an account receivable against the department/campus for the amount for the amount of the garnishment deduction.

Columns 5 and 6 must be totaled and shown in Item 10, Total of Differences. These totals will then be subtracted from Item 11, Total Time Reported, and the difference will be entered in Item 12, Reconciliation, at the foot of each column. The final totals under Column 5 must be identical to the totals under Column 6. (Note: Do not include green clearance warrant totals from Column 6 in Items 10 and 11 since the totals are not included in the master payroll warrant register totals.)

<u>IMPORTANT</u>: An entry of time worked on form STD. 666 is <u>only</u> the certification of time, <u>IT IS NOT A REQUEST FOR PAYMENT</u>. Necessary documentation must also be processed. Documents which have not been processed but which are required for payments (e.g., 603, PAR/PPT, 674), should be processed as soon as possible to ensure timely payments.

FORM PSD 66   **D 008.1**
(Revised 03/02)

Form PSD 66 is a form used by Payroll Operations in the release of daily payroll cycles. This form is used to list warrants/direct deposit payments retained by Payroll Operations after being issued and printed on the daily warrant registers. The form PSD 66 will show the clearance number and issue date of the warrant register. No reconciliation is to be made on these forms PSD 66 and departments/campuses should not return them to Payroll Operations as they are informational only.

SUPPLEMENTAL FORM EMPLOYEE TIME CERTIFICATION   **D 009**
FORM STD. 966
(Revised 12/00)

This form is used to certify <u>retroactive</u> additions or corrections to negative (roll 1 and 2) time (CONDITION SUSP A). Verify special conditions (i.e., garnishments, direct deposits, stipulations) that may require special consideration when processing the form STD. 966.

Key via PIP for the following conditions:

1.   Retroactive Dock

2.   Retroactive PAR/PPT

3.   Retroactive Corrections to CD 666

See PPM Section K for PIP System instructions.

FORM STD. 966 PIP EXCEPTIONS   **D 009.1**
(Revised 12/00)

Pay period is PRIOR to current month plus 12 previous months – Submit form STD. 674

For CURRENT pay period - follow regular MPC procedures.

COMPLETION OF FORM STD. 966   **D 009.2**
(Revised 12/00)

<u>Item #</u>	<u>Completion Requirements</u>
1	Agency Code
2	Unit
3	Payment Type
4-5	Month/Year (Cannot be current pay period)
6-8	For your use
9	Social Security Number
10	First and middle initials
11	Last name
12	Class Code
13	Serial Number
14	Enter "1" if certifying a full month. NOTE: A full month will display a 99 days on HIST or the suspended record listing.
15-16	Complete if <u>NOT</u> certifying a full month.
17	Must match time base shown on suspended pay record (if applicable).
18	For your use

PAYROLL ADJUSTMENT NOTICE FORM STD. 674   **D 010**
(Revised 03/02)

A Payroll Adjustment Notice, form STD. 674 (available on DGS web site or from DGS Stores) is a multi-use document for the following attendance/warrant processes:

- Certification of time (includes time worked while on Temporary Disability Leave)
- Return warrants for redeposit and, if applicable, the request for reschedule.
- Return warrants for garnishment/notification of garnishment to be rescheduled
- Request transfer of funds
- Inquiry
- Request payments that cannot be keyed on the Payroll Input Process (PIP) System (refer to PPM D 009).

NOTE: Form STD. 674D should be used to request payment for an employee who is working while on NDI or IDL (see Disability Section E).

COMPLETION OF FORM STD. 674   **D 011**
(Revised 12/00)

Form STD. 674 must be completed as follows:

1   Select the applicable Division and/or Unit destination of the form STD. 674
2   Complete employee's social security number
3   Complete employee name (first and middle initial and last name)
4   Complete employee's position number(s) (agency, reporting unit, class, and serial) for the payment(s) being requested or adjusted
5   "X" applicable box(es)
        Payroll Frequency: "X" applicable box(es)

REMARKS: Complete a full explanation of action to be taken.

Dates/Hours on Dock - if applicable, enter the dock hours (partial hours in hundredths) in the numbered date boxes (e.g., #1 equals the 1st of the month)

6A   PAYMENT PER CONTROLLER WARRANT REGISTER - must be completed for payments already issued and released for the pay period and payment type involved.

        EXCEPTIONS: CSU final settlement and year-end requests and disability pay requests must show all warrants issued and released for the pay period.

        To reflect a summarized warrant in Item 6A, refer to PPM Section D 012.

        DO NOT complete for warrants that have been previously returned.

        To return a payroll warrant(s), refer to PPM, Section I 310 for specific completion instructions.

        POSITION   Complete Position Identifier from Item 4 - Position Number (e.g., "1" or "2") if the request affects more than one position number.

ISSUE DATE	Complete.
PAY PERIOD	Complete pay period type, month and year.
SALARY TYPE	May be completed.
SALARY RATE	Complete.
TIME WORKED	Complete if applicable.
APPT. FRAC.	Complete appointment fraction if less than full time; otherwise, leave blank.
GROSS TYPE	Complete.
PMT TYPE	Complete.
PAY SUFFIX	Complete if applicable.
ADJ. CODE	Complete.
EARNINGS ID	Complete if applicable.
SHIFT CODE	Complete if applicable.
GROSS	Complete.
NET PAY	Complete.
ACCT. REC. or WARRANT NO.	Complete.
"RELEASED BOX"	Complete for released warrants only. IMPORTANT: If the "Released" box is X'd and the warrant is attached, the Division of Disbursements will return the documentation for verification.
"RETURNED BOX"	Complete for returned warrants only. IMPORTANT: If the "Returned" is X'd and the warrant is not attached, Division of Disbursements will return the documentation for verification. REMINDER: DO NOT complete "Payment Per Controller Warrant Register" information for previously returned warrants.
"HELD BY CONTROLLER" BOX	Complete only if the warrant was held by Controller's Office.

6B   DO NOT COMPLETE if pay is to be keyed decentrally via PIP.

If pay needs to be processed by Payroll Operations, complete position # identifier from Item 4 - Position number if pay request affects more than one position; pay period type, month and year, salary rate, time worked (if applicable), appointment fraction (if applicable), payment type, payment suffix (if applicable), earnings ID (if applicable), shift code (if applicable) and gross

6C   May be completed.

7   Complete the following:

      - Form completed by
      - Telephone number
      - Agency Name
      - Authorized signature/date

NOTE: Forms STD. 674 requesting original regular pay for a prior month may be submitted via FAX. Do not follow up with a hard copy of the FAX copy document as this creates duplicate transactions and unnecessary workload.

SUMMARIZED WARRANTS   D 012
(Revised 12/98)

To reflect a summarized warrant on the form STD. 674, complete "PAYMENT PER CONTROLLER WARRANT REGISTER" as follows:

REMINDER: If returning a summarized warrant, refer to Section I 316 for specific completion instructions.

POSITION	Complete Position Identifier from Item 4 - Position Number (e.g., "1" or "2") if the request affects more than one position number.
ISSUE DATE	Complete
PAY PERIOD	Complete pay period type, month and year (include all pay periods of the summarized warrant).

DO NOT complete salary type, salary rate, time worked, appt. frac., gross type, pmt type, pay suffix adj. code, earnings ID, shift code and gross. Instead enter the word "SUMMARIZED WARRANT" across those items.

NET PAY	Complete with the total summarized net.
ACCT. REC. or WARRANT NO.	Complete
"RELEASED BOX"	Complete for released warrants only. IMPORTANT: If the "Released" box is X'd and the warrant is attached, the Division of Disbursements will return the documentation for verification.
"RETURNED BOX"	Complete for returned warrants only. Refer to Section I 316 for redeposit completion instructions on summarized

warrants.

REMINDER: <u>DO NOT</u> show previously returned warrants in "Payment Per Controller Warrant Register".

"HELD BY CONTROLLER" BOX — Only complete if the warrant was held by Controller's Office.

6B   DO NOT COMPLETE if pay is to be keyed decentrally via PIP.

If pay needs to be processed by Payroll Operations, complete as shown in Section D 011, COMPLETION OF FORM STD. 674.

Item 6C through 7   Complete as shown in Section D 011.

FORM 672 COMPLETION REQUIREMENTS D 013
(Revised 12/98)

This form is preprinted with the following fields completed based on Employment History/Payroll information as of the master cutoffs (see D 014 for exceptions to requesting regular pay on Form 672).

Header Information

Pay Period -   Inclusive dates

Pay Period -   Type, Month and Year

Roll -   Roll Code

Page

Batch ID -   Preloaded batch number assigned by the PIP system

SSN -   Social Security Number

Name -   Initials, Surname

Class -   Class Code

Serial -   Serial Number

Ern ID -   Earnings ID - The following Earnings IDs are preprinted every pay period and <u>do not</u> change:

Regular Pay -   Earnings ID "Ø" for positive pay employees (roll codes 3-8)

Overtime Pay -   Earnings ID "OT6" for time and one half overtime, will <u>not</u> preprint for class and roll codes not eligible for overtime and for multiple work week group class codes.

Shift Pay -   will <u>not</u> preprint for class and roll codes not eligible for shift and for employees who are "locked in" to shift via PAR/PPT.

DYS -   Days for Roll 8, regular pay ONLY

Hours -   Hours for Roll Code 7, regular pay ONLY

Rate -   Employment History salary rate for Trade Rate class code

CBID -   Collective Bargaining Identifier

Time Base
Fraction -   Fractional time base of employee

AGY -   Agency Code

Unit -   Reporting Unit Number

NO. of
employees - Total number of employees printed on the last page within a given agency,
             reporting unit, roll code and pay period.

NOTE: Preprinted information may be changed except for the agency, reporting unit,
             pay period, roll codes and batch ID.

COMPLETE THE REMAINING FIELDS AS FOLLOWS FOR REGULAR PAY, POSITIVE
ROLLS 3-8 ONLY (miscellaneous pays, refer to Section G):

OK
(indicator) -   Enter "X" in box if pay is requested for employee

Days/Hours - Required based on roll code

ERN ID -   Enter Ø if not permitted

RATE -   Leave blank, except for:

             °   Trade Rate employee
             °   Printing Plant employee
             °   mid-month salary rate or position status change with NO position
                 number change

AF -   Alternate Funding Code – DO NOT USE FOR REGULAR PAY

Batch
Totals -   Count, days/hours and rate; complete for each page and last page of the
             batch. (CLAS participants, include totals for leave transactions.)

Date Keyed - leave blank (enter initials and date after document has been keyed).

Authorized
Signature -   must be completed.

PIP EXCEPTIONS FORM 672 (REGULAR PAY)   **D 014**
(Revised 03/02)

Regular pay requests that cannot be keyed on PIP due to system limitations are identified below. Requests submitted to PPSD, Payroll Operations must be attached to a "Civil Service PIP Exceptions Transmittal". (See PPM Section Z, Attachment D-1).

For PIP Exceptions on miscellaneous pays refer to the specific type of pay in Section G.

DO NOT REQUEST PAY ON THE FORM 672 IN THE FOLLOWING CASES:

Situation:	Action:
A. Pay periods prior to 12 months payment history	**Submit Form STD. 674**

> **NOTE: Prior year December pay period is beyond Payment history for decentralized keying as of the day after current year December master payroll cutoff.**

B. Requesting 250 hours or more.

> **NOTE: Regular pay for positive pay employees must be documented as two uneven pay requests and keyed on PIP (e.g., 260 hours to be paid; document two requests, one for 140 hours and the other for 120 hours). The two requests should be keyed in different payroll cycles.**

C. Payments needing coordination (with PPSD) of processing for a specific deduction to be applied to the pay requested (e.g., new garnishment or changed garnishment).	**Submit Form STD. 674**

D. Separation of permanent employee and subsequent appointment in same position and roll code.

E. Mid-month time base change, salary rate or position status change with NO position number change for positive pay employees (roll codes 3-8).

<div align="center">

SUBJECT: ABSENCE WITHOUT PAY (DOCK)

</div>

D 100

REFERENCES
(Revised 06/96)

PTM	650-651.12, 655.13
SUAM (CSU)	6300
Academic Dock	PPM F 001

INTRODUCTION
(Revised 06/96)

A full pay period warrant is prepared for each roll code 1 and 2 (negative attendance) employee as of cutoff date based on anticipated attendance through the end of the pay period.

A full pay period warrant will not be issued if an Employment History transaction creates a change or Payroll Operations is notified to create a warrant for less than a full month.

REPORT OF ABSENCE WITHOUT PAY – PURPOSE   D 101
(Revised 03/02)

Report of Absence Without Pay, form STD. 603, (available on DGS web site or from DGS Stores) is used only for negative roll 1 and 2 employees to change the amount of REGULAR TIME to be paid. The STD. 603 is keyed decentrally via the Payroll Input Process (PIP) system. (Refer to PIP Exceptions, D 105.)

EMPLOYEE ON DOCK AT CUTOFF   D 102
(Revised 06/96)

If an employee is on dock at cutoff and the return date is unknown, the employee should be shown on dock for the remainder of the pay period. This will ensure the employee is paid on the regular pay date. If employee returns to work before the end of the pay period, a supplemental STD. 603 should be processed.

SUPPLEMENTAL FORM STD. 603   D 103
(Revised 06/96)

Supplemental STD. 603 must:

- List only employees with additional/corrected dock.

- Indicate all dock time for the entire pay period for the same employee; i.e., include dock and Voluntary Leave Time previously reported. If STD. 603 is keyed after cutoff, include Personal Leave Time.

NOTE: Do not list employees previously reported for which there is no change.

DOCK FOR 10/12 OR 11/12 EMPLOYEE   D 104
(Revised 06/96)

Dock for employees on the 10/12 and 11/12 non-academic pay plans is calculated using the 10/12 or 11/12 salary rate, not the employee's 12 month rate. Thus, the employee is docked at a lower amount and consequently overpaid. At the end of the 10/12 or 11/12 work period, the remaining amount due from the employee is collected via Final Settlement.

FORM STD. 603 PIP EXCEPTIONS   D 105
(Revised 03/97)

DO NOT key STD. 603 in the following cases.

- To report short time pay caused by a position change in Employment History.

- To report Civil Service dock of more than

      11 work days in a 22-day pay period;
      10 work days in a 21-day pay period; or

11 consecutive work days between pay periods unless holidays are involved. Process PAR Transaction.

- If STD. 666 is submitted two months prior to the dock being keyed; e.g., attendance submitted September 7, do not key dock after November 7. Submit a STD. 674.

- To report CSU dock of more than 20 consecutive work days including no more than 15 days approved dock and 5 days AWOL (all pay plans).

- To report a correction of dock for an academic employee and a warrant has issued.

- To report a correction of dock for a fractional employee.

- If time shown on PAR/PPT is reduced by dock.

- If employee separated. Time to pay is completed on the PAR/PPT (include dock time on the PAR/PPT).

- If employee has a mid-month position, salary or time base change. Submit a STD. 674.

- After Master Cutoff, if employee is in the Personal Leave Program (PLP) and has dock time and/or Voluntary Unpaid Leave:

   In a 21- day pay period, dock and VUL = 9 days 0.1 hours up to 10 days

   OR

   In a 22-day pay period, dock and VUL = 10 days 0.1 hours up to 11 days.

   Submit a STD. 674.

FORM STD. 603 COMPLETION   D 106
(Revised 12/00)

Enter the following information in the corresponding fields on the STD. 603:

➢ Agency Name
➢ Pay Period Type = 0 for Monthly
                    = 1 or 2 for semi-monthly
➢ Pay Period - Month (two digits) and year (two digits)
➢ Route to: State Controller's Office
            PPSD/Payroll Services
➢ Social Security Number
➢ Name - initials and surname
➢ Position Number - Agency (agency code)
                    Unit (reporting unit)
                    Class
                    Serial
➢ Time to be Docked - days, hours/hundredths

   Note: Dock time must not exceed the hours possible per day based on position timebase. Convert to days and hours; e.g., half time employee docked 9 hours, convert to 2 days and 1 hour.

Note: Voluntary Unpaid Leave and the Personal Leave Program (PLP) may affect Time To Be Docked. Refer to PPM D 107 for special instructions.

➢ Time Base Fraction - if applicable
➢ Dates of Absences - indicate date of absence and indicate hours when less than a full day.

Note: Specific dates need not be shown for shift employees. A normal shift work schedule can result in less than the 21/22 work days required for full pay. IF the employee does not have overtime or leave balance to bring his time to be paid up to normal for the pay period, ENTER the following statement in lieu of dates: "____ days LWOP due to shift assignment" and/or if time docked reflects Personal Leave, indicate "PLP" and time docked.

➢ Authorized Signature
➢ Reporting Date

SPECIAL CONDITIONS/INSTRUCTIONS   D 107
(Revised 09/95)

This Section identifies special conditions that may require special coding or consideration when processing the STD. 603.

PERSONAL LEAVE PROGRAM

After cutoff total dock time reported on the STD. 603 MUST include reduction time due to the Personal Leave Program. Refer to Payroll Letter #CS 92-08 for reduction time based on employee's time base and pay frequency (monthly or semi-monthly). Indicate in Item 9 (Dates of Absences) "PLP" and indicate time for PLP.

VOLUNTARY UNPAID LEAVE

Voluntary Unpaid Leave is documented and keyed from the STD. 603.

PROCESSING FORM STD. 603   D 108
(Revised 09/95)

To ensure docks are reflected on the master payroll, Form STD. 603 should be processed in time for monthly/semi-monthly cutoff (see Section D 200 for dates).

One form STD. 603 may be used to process dock for more than one reporting unit within one agency code.

Forms STD. 603 processed AFTER the master payroll warrants have been released will not issue payments until the previous warrant has been returned/redeposited.

Departments/campuses are responsible for losses resulting from release of erroneous warrants.

PAYROLL/AGENCY CUTOFF/CYCLE/TRANSFER DATE - 2006

2006 PAY PERIOD	SAM 8512 BEGINNING AND ENDING DATES IN PAY PERIOD	NUMBER OF COMPENSABLE DAYS			HOLIDAYS	NO CYCLE DAYS ***	BUSINESS MONTH CUTOFF		ROLL 2 FIRST HALF **				MASTER PAYROLL					
		FULL MO	1ST HALF	2ND HALF			1ST	2ND	CUTOFF	TRANS/MAIL	GREEN CYCLES	PAYDAY 4 P.M.	CUTOFF	TRANS/MAIL	GREEN CYCLES	PAYDAY 4 P.M.	ISSUE DATE	DIRECT DEPOSIT POSTING DATES
JAN	1/1-1/31	22	10	12	2,16	2,13,16,24,30,31	12	27	9	10	10,11,12	13	23	27	25,26,27	1/31	2/01/06	2/1/2006
FEB	2/1-3/1	21	11	10	13,20	13,15,20,21,27,28	14	24	8	9	9,10,14	15	17	27	22,23,24	3/1	3/01/06	3/2/2006
MAR	3/2-3/31	22	10	12	31	15,23,29,30,31	14	28	9	10	10,13,14	15	22	28	24,27,28	3/30	4/01/06	3/30/2006
APR	4/1-5/1	21	10	11		14,21,27,28	13	26	10	11	11,12,13	14	20	27	24,25,26	5/01	5/01/06	5/2/2006
MAY	5/2-5/31	22	10	12	29	15,23,29,30,31	12	26	9	10	10,11,12	15	22	26	24,25,26	5/31	6/01/06	6/1/2006
JUN	6/1-6/30	22	11	11		15,23,28,29,30	14	27	9	12	12,13,14	15	22	28	26,27	6/30	7/01/06	7/3/2006
JUL	7/1-8/1	22	10	12	4	4,14,24,28,31	13	27	10	11	11,12,13	14	21	28	25,26,27	8/01	8/01/06	8/2/2006
AUG	8/2-8/31	22	10	12		15,24,30,31	14	29	9	10	10,11,14	15	23	29	25,28,29	8/31	9/01/06	9/1/2006
SEP	9/1-9/30	21	11	10	4	4,15,22,28,29	14	27	11	12	12,13,14	15	21	27	25,26,27	9/29	10/01/06	10/2/2006
OCT	10/1-10/31	22	10	12	9	9,13,24,30,31	12	27	6	10	10,11,12	13	23	27	25,26,27	10/31	11/01/06	11/1/2006
NOV	11/1-11/30	22	11	11	10,23,24	10,15,21,23,24,29,30	14	28	8	9	9,13,14	15	20	28	22,27,28	11/30	12/01/06	12/1/2006
DEC	12/1-12/31	21	11	10	25	15,20,25,27,28,29	14	26	11	12	12,13,14	15	19	26	21,22,26	12/29	1/01/07	1/2/2007

** The first half of a semimonthly pay period always has an issue date of the 16th of the month. It always begins on the first day of the pay period and ends on the 15th of the month (e.g., 1st half of February - 2/01 through 2/15). The last half of a semimonthly pay period always starts on the 16th of the month and ends on the last day of the pay period (e.g., last of February - 2/16 through 3/01).

*** Subject to change without notice.

PAYROLL/AGENCY CUTOFF/CYCLE/TRANSFER DATE - 2007

2007 PAY PERIOD	SAM 8512 BEGINNING AND ENDING DATES IN PAY PERIOD	NUMBER OF COMPENSABLE DAYS			HOLIDAYS	NO CYCLE DAYS ***	BUSINESS MONTH CUTOFF		ROLL 2 FIRST HALF **				MASTER PAYROLL					
		FULL MO	1ST HALF	2ND HALF			1ST	2ND	CUTOFF	TRANS/ MAIL	GREEN CYCLES	PAYDAY 4 P.M.	CUTOFF	TRANS/ MAIL	GREEN CYCLES	PAYDAY 4 P.M.	ISSUE DATE	DIRECT DEPOSIT POSTING DATES
JAN	1/1-1/30	22	11	11	1,15	1,12,15,23, 30	11	29	8	9	9,10,11	12	22	26	24,25, 26,29	1/30	01/31/07	01/31/07
FEB	1/31-2/28	21	12	9	12,19	31,12,15,19, 21,27,28	14	26	8	9	9,13,14	15	20	26	22,23, 26	2/28	03/01/07	03/01/07
MAR	3/1-3/31	22	11	11		15,23,29,30	14	28	9	12	12,13,14	15	22	28	26,27, 28	3/30	04/01/07	04/02/07
APR	4/1-4/30	21	10	11		13,23,27,30	12	26	9	10	10,11,12	13	20	26	24,25, 26	4/30	05/01/07	05/01/07
MAY	5/1-5/30	22	11	11	28	15,22,28,30	14	29	9	10	10,11,14	15	21	25	23,24, 25,29	5/30	05/31/07	05/31/07
JUN	5/31-6/30	22	12	10		31,15,22,27, 28,29	14	26	11	12	12,13,14	15	21	27	25,26	6/29	07/01/07	07/02/07
JUL	7/1-7/31	22	10	12	4	4,13,24,30, 31	12	27	9	10	10,11,12	13	23	27	25,26, 27	7/31	08/01/07	08/01/07
AUG	8/1-8/30	22	11	11		15,23,30	14	29	9	10	10,13,14	15	22	28	24,27, 28,29	8/30	08/31/07	08/31/07
SEP	8/31-9/30	21	11	10	3	31,3,14,21, 27,28	13	26	10	11	11,12,13	14	20	26	24,25, 26	9/28	10/01/07	10/01/07
OCT	10/1-10/30	22	11	11	8	8,15,23,30	12	29	9	10	10,11,12	15	22	26	24,25, 26,29	10/30	10/31/07	10/31/07
NOV	10/31-11/29	22	12	10	12,22,23	31,12,15,20, 22,23,29	14	28	8	9	9,13,14	15	19	27	21,26, 27,28	11/29	11/30/07	11/30/07
DEC	11/30-12/31	22	11	11	25	30,14,20,25, 27,28,31	13	26	10	11	11,12,13	14	19	26	21,24, 26	12/31	01/01/08	01/02/08

** The first half of a semimonthly pay period always has an issue date of the 16th of the month. It always begins on the first day of the pay period and ends on the 15th of the month (e.g., 1st half of February - 2/01 through 2/15). The last half of a semimonthly pay period always starts on the 16th of the month and ends on the last day of the pay period (e.g., last of February - 2/16 through 3/01).

PAYROLL/AGENCY CUTOFF/CYCLE/TRANSFER DATE - 2008

2008 PAY PERIOD	SAM 8512 BEGINNING AND ENDING DATES IN PAY PERIOD	NUMBER OF COMPENSABLE DAYS			HOLIDAYS	NO CYCLE DAYS ***	BUSINESS MONTH CUTOFF		ROLL 2 FIRST HALF **				MASTER PAYROLL					
		FULL MO	1ST HALF	2ND HALF			1ST	2ND	CUTOFF	TRANS/MAIL	GREEN CYCLES	PAYDAY 4 P.M.	CUTOFF	TRANS/MAIL	GREEN CYCLES	PAYDAY 4 P.M.	ISSUE DATE	DIRECT DEPOSIT POSTING DATES
JAN	1/1-1/30	22	11	11	1,21	1,15,21,23,30	14	29	9	10	10,11,14	15	22	28	24,25,28,29,	1/30	01/31/08	01/31/08
FEB	1/31-2/29	22	12	10	12,18	31,12,15,18 22,28,29	14	27	8	11	11,13,14	15	21	27	25,26,27	2/29	03/01/08	03/03/08
MAR	3/1-3/31	21	10	11	31	14,21,27,28,31	13	26	10	11	11,12,13	14	20	26	24,25,26	3/28	04/01/08	04/01/08
APR	4/1-4/30	22	11	11		15,23,29,30	14	28	9	10	10,11,14	15	22	28	24,25,28	4/30	05/01/08	05/01/08
MAY	5/1-5/31	22	11	11	26	15,22,26,29,30	14	28	9	12	12,13,14	15	21	28	23,27,28	5/30	06/01/08	06/02/08
JUN	6/1-6/30	21	10	11		13,23,26,27,30	12	25	9	10	10,11,12	13	20	26	24,25,	6/30	07/01/08	07/01/08
JUL	7/1-7/30	22	11	11	4	4,15,23,30	14	29	9	10	10,11,14	15	22	28	24,25,28,29	7/30	07/31/08	07/31/08
AUG	7/31-8/31	22	12	10		31,15,22,28,29	14	27	11	12	12,13,14	15	21	27	25,26,27	8/29	09/01/08	09/02/08
SEP	9/1-9/30	22	11	11	1	1,15,23,29,30	12	26	9	10	10,11,12	15	22	26	24,25,26	9/30	10/01/08	10/01/08
OCT	10/1-10/30	22	11	11	13	13,15,23,30	14	29	8	9	9,10,14	15	22	28	24,27,28,29	10/30	10/31/08	10/31/08
NOV	10/31-12/1	22	11	11	11,27,28	31,11,14,19,25,26,27,28	13	24	7	10	10,12,13	14	18	25	20,21,24	12/1	12/01/08	12/02/08
DEC	12/2-12/31	22	10	12	25	15,22,25,29,30,31	12	26	9	10	10,11,12	15	19	29	23,24,26	12/31	01/01/09	01/02/09

** The first half of a semimonthly pay period always has an issue date of the 16th of the month. It always begins on the first day of the pay period and ends on the 15th of the month (e.g., 1st half of February - 2/01 through 2/15). The last half of a semimonthly pay period always starts on the 16th of the month and ends on the last day of the pay period (e.g., last of February - 2/16 through 3/01).

PAYROLL/AGENCY CUTOFF/CYCLE/TRANSFER DATE - 2009

2009 PAY PERIOD	SAM 8512 BEGINNING AND ENDING DATES IN PAY PERIOD	NUMBER OF COMPENSABLE DAYS			HOLIDAYS	NO CYCLE DAYS ***	BUSINESS MONTH CUTOFF		ROLL 2 FIRST HALF **				MASTER PAYROLL					
		FULL MO	1ST HALF	2ND HALF			1ST	2ND	CUTOFF	TRANS/MAIL	GREEN CYCLES	PAYDAY 4 P.M.	CUTOFF	TRANS/MAIL	GREEN CYCLES	PAYDAY 4 P.M.	ISSUE DATE	DIRECT DEPOSIT POSTING DATES
JAN	1/1-1/29	21	11	10	1,19	1,15,19,22,29	14	28	9	12	12,13,14	15	21	27	23,26,27,28	1/29	01/30/09	01/30/09
FEB	1/30-2/28	21	11	10	12,16	30,12,13,16 20,26,27	11	25	6	9	9,10,11	13	19	25	23,24,25	2/27	03/01/09	03/02/09
MAR	3/1-3/31	22	10	12	31	13,23,27,30,31	12	26	9	10	10,11,12	13	20	26	24,25,26	3/30	04/01/09	04/01/09
APR	4/1-4/30	22	11	11		15,23,29,30	14	28	9	10	10,13,14	15	22	28	24,27,28	4/30	05/01/09	05/01/09
MAY	5/1-5/31	21	11	10	25	15,21,25,28,29	14	27	11	12	12,13,14	15	20	27	22,26,27	5/29	06/01/09	06/01/09
JUN	6/1-6/30	22	11	11		15,23,26 29,30	12	25	9	10	10,11,12	15	22	26	24,25	6/30	07/01/09	07/01/09
JUL	7/1-7/30	22	11	11		15,23,30	14	29	9	10	10,13,14	15	22	28	24,27,28,29	7/30	07/31/09	07/31/09
AUG	7/31-8/31	22	11	11		31,14,24,28,31	13	27	10	11	11,12,13	14	21	27	25,26,27	8/31	09/01/09	09/01/09
SEP	9/1-9/30	22	11	11	7	7,15,23,29,30	14	28	9	10	10,11,14	15	22	28	24,25,28	9/30	10/01/09	10/01/09
OCT	10/1-10/31	22	11	11	12	12,15,23,29,30	14	28	8	9	9,13,14	15	22	28	26,27,28	10/30	11/01/09	11/02/09
NOV	11/1-12/1	22	10	12	11,26,27	11,13,19,25,26,27,30	12	24	6	9	9,10,12	13	18	25	20,23,24	12/1	12/01/09	12/02/09
DEC	12/2-12/31	22	10	12	25	15,22,25,29,30,31	14	28	9	10	10,11,14	15	21	29	23,24,28	12/31	01/01/10	01/04/10

** The first half of a semimonthly pay period always has an issue date of the 16th of the month. It always begins on the first day of the pay period and ends on the 15th of the month (e.g., 1st half of February - 1/30 through 2/15). The last half of a semimonthly pay period always starts on the 16th of the month and ends on the last day of the pay period (e.g., last of February - 2/16 through 2/28).

BIWEEKLY PAY PERIOD/DEDUCTION SCHEDULE FOR 2006

PAY PERIOD BEGIN	END	PAY PERIOD NUMBER	BIWEEKLY PAY PERIOD		SURVIVOR	FIXED DED.	PAY PERIOD DED.	BUS. MO.
12/25/05 -	01/07/06	1	A	01/06	X	X	12/05	01/06
01/08/06 -	01/21/06	2	B	01/06				
01/22/06 -	02/04/06	3	A	02/06	X	X	01/06	02/06
02/05/06 -	02/18/06	4	B	02/06				
02/19/06 -	03/04/06	5	A	03/06	X	X	02/06	03/06
03/05/06 -	03/18/06	6	B	03/06				
03/19/06 -	04/01/06	7	A	04/06	X	X	03/06	04/06
04/02/06 -	04/15/06	8	B	04/06				
04/16/06 -	04/29/06	9	C	04/06		X	04/06	05/06
04/30/06 -	05/13/06	10	A	05/06	X			
05/14/06 -	05/27/06	11	B	05/06		X	05/06	06/06
05/28/06 -	06/10/06	12	A	06/06	X			
06/11/06 -	06/24/06	13	B	06/06				
06/25/06 -	06/30/06	14	D	06/06		X	06/06	07/06
07/01/06 -	07/08/06	15	E	06/06	X			
07/09/06 -	07/22/06	16	A	07/06				
07/23/06 -	08/05/06	17	A	08/06	X	X	07/06	08/06
08/06/06 -	08/19/06	18	B	08/06				
08/20/06 -	09/02/06	19	A	09/06	X	X	08/06	09/06
09/03/06 -	09/16/06	20	B	09/06				
09/17/06 -	09/30/06	21	C	09/06		X	09/06	10/06
10/01/06 -	10/14/06	22	A	10/06	X			
10/15/06 -	10/28/06	23	B	10/06		X	10/06	11/06
10/29/06 -	11/11/06	24	A	11/06	X			
11/12/06 -	11/25/06	25	B	11/06				
11/26/06 -	12/09/06	26	A	12/06	X	X	11/06	12/06
12/10/06 -	12/23/06	27	B	12/06				

BIWEEKLY PAY PERIOD/DEDUCTION SCHEDULE FOR 2007

PAY PERIOD BEGIN	END	PAY PERIOD NUMBER	BIWEEKLY PAY PERIOD	SURVIVOR	FIXED DED.	PAY PERIOD DED.	BUS. MO.
12/24/06 -	01/06/07	1	A 01/07	X	X	12/06	01/07
01/07/07 -	01/20/07	2	B 01/07				
01/21/07 -	02/03/07	3	A 02/07	X	X	01/07	02/07
02/04/07 -	02/17/07	4	B 02/07				
02/18/07 -	03/03/07	5	A 03/07	X	X	02/07	03/07
03/04/07 -	03/17/07	6	B 03/07				
03/18/07 -	03/31/07	7	C 03/07		X	03/07	04/07
04/01/07 -	04/14/07	8	A 04/07	X			
04/15/07 -	04/28/07	9	B 04/07		X	04/07	05/07
04/29/07 -	05/12/07	10	A 05/07	X			
05/13/07 -	05/26/07	11	B 05/07				
05/27/07 -	06/09/07	12	A 06/07	X	X	05/07	06/07
06/10/07 -	06/23/07	13	B 06/07				
06/24/07 -	06/30/07	14	D 06/07		X	06/07	07/07
07/01/07 -	07/07/07	15	E 06/07	X			
07/08/07 -	07/21/07	16	A 07/07				
07/22/07 -	08/04/07	17	A 08/07	X	X	07/07	08/07
08/05/07 -	08/18/07	18	B 08/07				
08/19/07 -	09/01/07	19	A 09/07	X	X	08/07	09/07
09/02/07 -	09/15/07	20	B 09/07				
09/16/07 -	09/29/07	21	C 09/07		X	09/07	10/07
09/30/07 -	10/13/07	22	A 10/07	X			
10/14/07 -	10/27/07	23	B 10/07				
10/28/07 -	11/10/07	24	A 11/07	X	X	10/07	11/07
11/11/07 -	11/24/07	25	B 11/07				
11/25/07 -	12/08/07	26	A 12/07	X	X	11/07	12/07
12/09/07 -	12/22/07	27	B 12/07				

BIWEEKLY PAY PERIOD/DEDUCTION SCHEDULE FOR 2008

PAY PERIOD BEGIN	END	PAY PERIOD NUMBER	BIWEEKLY PAY PERIOD		SURVIVOR	FIXED DED.	PAY PERIOD DED.	BUS. MO.
12/23/07 -	01/05/08	1	A	01/08	X	X	12/07	01/08
01/06/08 -	01/19/08	2	B	01/08				
01/20/08 -	02/02/0/	3	A	02/08	X	X	01/08	02/08
02/03/08 -	02/16/08	4	B	02/08				
02/17/06 -	03/01/08	5	A	03/08	X	X	02/08	03/08
03/02/08 -	03/15/08	6	B	03/08				
03/16/08 -	03/29/08	7	C	03/08		X	03/08	04/08
03/30/08 -	04/12/08	8	A	04/08	X			
04/13/08 -	04/26/08	9	B	04/08				
04/27/08 -	05/10/08	10	A	05/08	X	X	04/08	05/08
05/11/08 -	05/24/08	11	B	05/08				
05/25/08 -	06/07/08	12	A	06/08	X	X	05/08	06/08
06/08/08 -	06/21/08	13	B	06/08				
06/22/08 -	06/30/08	14	D	06/08		X	06/08	07/08
07/01/08 -	07/05/08	15	E	06/08	X			
07/06/08 -	07/19/08	16	A	07/08				
07/20/08 -	08/02/08	17	A	08/08	X	X	07/08	08/08
08/03/08 -	08/16/08	18	B	08/08				
08/17/08 -	08/30/08	19	C	08/08		X	08/08	09/08
08/31/08 -	09/13/08	20	A	09/08	X			
09/14/08 -	09/27/08	21	B	09/08		X	09/08	10/08
09/28/08 -	10/11/08	22	A	10/08	X			
10/12/08 -	10/25/08	23	B	10/08				
10/26/08 -	11/08/08	24	A	11/08	X	X	10/08	11/08
11/09/08 -	11/22/08	25	B	11/08				
11/23/08 -	12/06/08	26	A	12/08	X	X	11/08	12/08
12/07/08 -	12-20/08	27	B	12/08				

BIWEEKLY PAY PERIOD/DEDUCTION SCHEDULE FOR 2009

PAY PERIOD BEGIN		PAY PERIOD END	PAY PERIOD NUMBER	BIWEEKLY PAY PERIOD	SURVIVOR	FIXED DED.	PAY PERIOD DED.	BUS. MO.
12/21/08	-	01/03/09	1	A 01/09	X	X	12/08	01/09
01/04/09	-	01/17/09	2	B 01/09				
01/18/09	-	01/31/09	3	A 02/09	X	X	01/09	02/09
02/01/09	-	02/14/09	4	B 02/09				
02/15/09	-	02/28/09	5	C 02/09		X	02/09	03/09
03/01/09	-	03/14/09	6	A 03/09	X			
03/15/09	-	03/28/09	7	B 03/09		X	03/09	04/09
03/29/09	-	04/11/09	8	A 04/09	X			
04/12/09	-	04/25/09	9	B 04/09				
04/26/09	-	05/09/09	10	A 05/09	X	X	04/09	05/09
05/10/09	-	05/23/09	11	B 05/09				
05/24/09	-	06/06/09	12	A 06/09	X	X	05/09	06/09
06/07/09	-	06/20/09	13	B 06/09				
06/21/09	-	06/30/09	14	D 06/09		X	06/09	07/09
07/01/09	-	07/04/09	15	E 06/09	X			
07/05/09	-	07/18/09	16	A 07/09				
07/19/09	-	08/01/09	17	A 08/09	X	X	07/09	08/09
08/02/09	-	08/15/09	18	B 08/09				
08/16/09	-	08/29/09	19	C 08/09		X	08/09	09/09
08/30/09	-	09/12/09	20	A 09/09	X			
09/13/09	-	09/26/09	21	B 09/09				
09/27/09	-	10/10/09	22	A 10/09	X	X	09/09	10/09
10/11/09	-	10/24/09	23	B 10/09				
10/25/09	-	11/07/09	24	A 11/09	X	X	10/09	11/09
11/08/09	-	11/21/09	25	B 11/09				
11/22/09	-	12/05/09	26	A 12/09	X	X	11/09	12/09
12/06/09	-	12/19/09	27	B 12/09				